

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name		(* see Legend on last page)		
Index #	RDA #	RDA Title			

115-AGRICULTURE, TRADE & CONSUMER PROTECTION					
/100/	<i>FOOD SAFETY, DIVISION OF</i>				
1	00069000.	FEDERAL CONTRACTS	Amended	EVT+6	DEST
2	00073000.	FOOD PRODUCT CONSUMER COMPLAINTS	Amended	EVT+5	DEST
3	00086000.	SAMPLING PROGRAM FILES	Amended	EVT+5	DEST
4	00087000.	AGENT PROGRAM CONTRACT	Amended	EVT+5	DEST
5	00087B00.	AGENT PROGRAM AUDIT	Amended	EVT+6	DEST
6	00090000.	PRODUCT GRADING INSPECTION	Amended	EVT+5	DEST
7	00101000.	USDA SHELL EGG REGULATORY	Amended	EVT+5	DEST
8	00102000.	COMPLETED SAMPLE COLLECTION RECORDS (SCR)	Amended	EVT+5	DEST
9	00102A00.	FOOD AND DAIRY SAMPLE ANALYSES RESULTS	Amended	EVT+5	DEST
10	00104000.	MILK AND MILK PRODUCTS VITAMIN ASSAY	Amended	EVT+5	DEST
11	00246000.	LABORATORY CERTIFICATION AND LABORATORY ANALYST HISTORY	Amended	EVT+5	DEST
12	00250B00.	FOOD PRODUCTS LABEL REVIEW - CONTROVERSIAL	Amended	EVT+10	SHSW
13	00251000.	PUBLIC HEALTH EMERGENCY RESPONSES	Amended	EVT+7	SHSW
14	00315000.	PRODUCT HOLDING ORDERS, RELEASES, DISPOSALS	Amended	EVT+5	DEST
15	00316000.	MILK SANITATION RATING OFFICER	Amended	EVT+5	DEST
16	01019600.	RETAIL STANDARDIZATION INITIAL AND MAINTENANCE EXERCISES	New	EVT+5	DEST
/700/	<i>ARM - PLANT DISEASE</i>				
17	01097000.	HEMP PROGRAM LICENSING AND SAMPLING	New	EVT+3	DEST
18	01098000.	HEMP PROGRAM BACKGROUND CHECKS	New	EVT+7	DEST
19	01099000.	HEMP PROGRAM COMPLIANCE	New	EVT+10	DEST
20	02000000.	HEMP PROGRAM PERMANENT BAN	New	PERM	PERM

155-PUBLIC SERVICE COMMISSION					
/002/	<i>BUSINESS OPERATIONS AND OFFICE MANAGEMENT</i>				
21	00007000.	TARIFF FILES	Renewal	EVT+10	DEST
22	00015000.	AFFILIATED INTEREST FILES	Renewal	EVT+3	DEST
23	00028000.	RECORDS SUBJECT TO NON-DISCLOSURE / CONFIDENTIALITY AGREEMENTS	Renewal	EVT+0	DEST

192-WI ECONOMIC DEV CORP					
/3000/	<i>BUSINESS & COMMUNITY DEVELOPMENT</i>				
24	00260000.	MUNICIPAL INDUSTRIAL REVENUE BOND PROJECT RECORDS	Amended	EVT+13	DEST

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255-PUBLIC INSTRUCTION			
/001/	OFFICE OF THE STATE SUPERINTENDENT		
25	00019000.	CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT	Amended EVT+4 SHSW
26	00021000.	GENERAL CORRESPONDENCE OF THE STATE SUPERINTENDENT	Amended EVT+4 SHSW

285A-UW MADISON			
/027161/	CAMPUS PUBLICATIONS		
27	01571000.	PRINT PRODUCTION JOB INFORMATION	Extension FIS+3 DEST
28	01572000.	PUBLICATIONS	Extension FIS UW-TRANS
/055000/	ENROLLMENT MGT - REGISTRAR GENERAL		
29	01607000.	SPECIAL EVENT REQUESTS, ROOM SCHEDULING SYSTEM DATA	Extension PERM PERM
30	01608000.	INSTRUCTOR PROCESSING, DOCUMENTATION	Extension EVT+6 MOS DEST
31	01609000.	INSTRUCTOR PROCESSING, INSTRUCTOR POOL DATA	Extension PERM PERM
32	01610000.	SCHEDULE OF CLASSES, AUDITING AND PROCESSING DOCUMENTATION	Extension EVT+1 DEST
/073000/	CALs - BIOCHEMISTRY - GEN		
33	01552000.	RESEARCH NOTEBOOKS, DE LUCA LAB	Extension CR+10 UW-TRANS
34	01584000.	RESEARCH NOTEBOOKS, ATTIE LAB	Extension EVT+10 DEST
/073800/	CALs - FOOD MICROBIOLOGY & TOXICOLOGY GEN		
35	01564000.	RESEARCH STUDIES: FOOD RESEARCH INSTITUTE APPLIED FOOD MICROBIOLOGY LAB	Extension EVT+10 UW-TRANS
/171300/	SCHOOL OF EDUCATION - CHILD CARE & FAMILY RESOURCES		
36	01617000.	CHILD CARE ASSISTANCE PROGRAMS ADMINISTRATION -- ACCEPTED / ENROLLED	Extension EVT+5 DEST
37	01618000.	CHILD CARE ASSISTANCE PROGRAMS ADMINISTRATION -- NOT ACCEPTED / NOT ENROLLED	Extension EVT+1 DEST
38	01619000.	ADMINISTRATIVE & ADVISORY RECORDS	Extension FIS+4 UW-TRANS
/171310/	SCHOOL OF EDUCATION - CHILD CARE & FAMILY RESOURCES - CCTAP		
39	01617000.	CHILD CARE ASSISTANCE PROGRAMS ADMINISTRATION -- ACCEPTED / ENROLLED	Extension EVT+5 DEST
/340200/	VCRGE - ADMINISTRATION		
40	00151300.	EQUITY REVIEW FILES - LOG #S 100-810	Extension PERM PERM
/480200/	L&S - ADMINISTRATION		
41	01628000.	BUDGET RECORDS - CREDIT OUTREACH/NON-STND - TA - SUMMER SESSIONS	Extension FIS+6 DEST
42	01629000.	SHORT TERM STAFFING	Extension FIS+6 DEST
43	01630000.	DEPARTMENTAL FILES - ACADEMIC ASSOCIATE DEANS	Extension FIS+6 DEST
/488200/	L&S-SCHOOL OF SOCIAL WORK		
44	01554000.	STUDENT FILES COMPLETED BACHELOR AND MASTER DEGREE	Extension EVT+40 DEST

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/489400/	<i>L&S - URBAN REGIONAL PLANNING</i>				
45	01602000.	SOCIAL DEVELOPMENT OUTCOMES OF RURAL FINANCIAL INSTITUTIONS	Extension	EVT+10	DEST
/526000/	<i>WSLH - ADMINISTRATION - PROFICIENCY TESTING</i>				
46	01612000.	QUALITY CONTROL / ASSURANCE	Extension	EVT+5	DEST
47	01613000.	OPERATIONAL	Extension	EVT+5	DEST
48	01614000.	PERFORMANCE	Extension	EVT+5	DEST
49	01615000.	SUPPLIES & EQUIPMENT	Extension	EVT+5	DEST
50	01616000.	RESEARCH	Extension	EVT+10	DEST
/533700/	<i>SMPH - INSTITUTE ON AGING</i>				
51	01621000.	UW OSTEOPOROSIS CLINICAL CENTER AND RESEARCH PROGRAM CLINICAL TRIALS RECORDS	Extension	EVT+15	DEST
/938800/	<i>CONTINUING STUDIES - LIBERAL ARTS & APPLIED STUDIES</i>				
52	01583000.	CONTINUING EDUCATION WORKSHOP AND CONFERENCE PROGRAM FILES	Extension	FIS+4	DEST

285B-UW MILWAUKEE					
/017000/	<i>SECRETARY OF THE UNIVERSITY</i>				
53	00403000.	FACULTY AND ACADEMIC STAFF COMMITTEE ROSTERS	Renewal	CR+1	UW-TRANS
54	00403A00.	FACULTY AND ACADEMIC STAFF COMMITTEE APPOINTMENT LETTERS	Renewal	CR+1	DEST
/038033/	<i>ENROLLMENT SERVICES</i>				
55	00265B00.	IMAGED CREDENTIAL FILES	Amended	EVT+25	DEST

285F-UW OSHKOSH					
56	00086000.	OSHKOSH SCHOLAR CORRESPONDENCE AND DOCUMENTATION	Amended	CR+3	DEST

410-CORRECTIONS					
57	00114000.	WORK TRAINING RECORDS	Renewal	EVT+5	DEST
58	00115000.	INMATE ACCOUNT FILES - MASTER	Amended	EVT+6	DEST
59	00115A00.	INMATE ACCOUNT FILES - LONG-TERM	Pending	EVT+1	DEST
60	00115B00.	INMATE ACCOUNT FILES - DISBURSEMENTS	Pending	EVT+1	DEST
61	00146000.	TOOL REPORTS	Renewal	CR+7	DEST
62	00175000.	INMATE PAYROLL	Renewal	EVT+5	DEST
63	00214000.	COST AND ESTIMATES	Renewal	FIS+3	DEST
64	00215000.	CAD DRAWINGS	Renewal	CR+15	DEST
65	00216000.	SALES ORDERS	Renewal	EVT+15	DEST
66	00218000.	SALES COMMISSION	Renewal	FIS+3	DEST

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67	00219000.	SHIPPING ORDERS	Renewal	FIS+3	DEST
68	00220000.	DAIRY CATTLE REGISTRY CERTIFICATES	Renewal	EVT+20	DEST
69	00221000.	INDIVIDUAL LIFETIME COW PERFORMANCE RECORDS	Renewal	EVT+12	DEST
70	00222000.	HERD INFORMATION REPORT (HIR) PRODUCTION BOOKS	Renewal	EVT+20	DEST
71	00223000.	DAIRY AND CREAMERY MONTHLY REPORTS	Renewal	EVT+3	DEST
72	00224000.	LAUNDRY LOAD SHEETS	Renewal	EVT+1	DEST
73	00225000.	PRINTING JOB JACKETS	Renewal	EVT+3	DEST
74	00226000.	LICENSE PLATE SUMMARY	Renewal	EVT+3	DEST

435-HEALTH SERVICES					
/103/	<i>DPH - OFFICE OF HEALTH INFORMATICS</i>				
75	01099A00.	FAMILY HEALTH SURVEY (FHS) ANNUAL AND REVISED DATA COMPILATION RECORDS AND DATASETS	Amended	EVT+10	DEST
76	01099C00.	FAMILY HEALTH SURVEY (FHS) ANNUAL REPORTS FOR TRANSFER	Amended	EVT+10	SHSW
/104/	<i>DPH - COMMUNITY HEALTH PROMOTION</i>				
77	00187000.	WIC VENDOR FILES, WIC AND SENIOR FARMERS' MARKET NUTRITION PROGRAM (FMNP) VENDOR FILES	Renewal	EVT+4	DEST
/109/	<i>DPH - COMM DISEASE - HIV/AIDS</i>				
78	01070000.	AIDS / HIV DRUG ASSISTANCE AND INSURANCE ASSISTANCE PROGRAM	Amended	EVT+7	DEST
/645/	<i>DQA - HEALTH SERVICES, BUREAU OF</i>				
79	01129000.	ACUTE CARE SURVEY RECORDS	New	EVT+7	DEST
80	01130000.	PERSONAL CARE AGENCY (PCA) SURVEY RECORDS	New	EVT+7	DEST
81	01131000.	BEHAVIORAL HEALTH - LICENSURE, CERTIFICATION, REGISTRATION	New	EVT+7	DEST
82	01132000.	BEHAVIORAL HEALTH - SELF-REPORTS AND COMPLAINTS	New	EVT+7	DEST
83	01133000.	BEHAVIORAL HEALTH SURVEYS	New	EVT+7	DEST
/834/	<i>OFFICE OF LEGAL COUNSEL</i>				
84	01055000.	REHABILITATION REVIEW CASE FILES	Amended	EVT+20	DEST

445-WORKFORCE DEVELOPMENT					
/800/	<i>WORKER'S COMPENSATION</i>				
85	00172000.	WORKERS COMPENSATION ADVISORY COUNCIL FILES	Amended	PERM	PERM
86	00172A00.	WORKERS COMPENSATION ADVISORY COUNCIL FILES - MEETING RECORDINGS	New	EVT+90 DAYS	DEST
87	00177000.	INSURANCE BULLETIN LETTER FILES	Renewal	CR+3	DEST

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455-JUSTICE					
/201/	<i>FORENSIC SCIENCES</i>				
88	00015000.	CASE FILES - STANDARD	Amended	EVT+20	DEST
89	00016000.	CASE FILES - SPECIAL	Amended	EVT+75	DEST
90	00046000.	QUALITY ASSURANCE SUPPORTING DOCUMENTATION	Amended	CR+20	DEST

465-MILITARY AFFAIRS					
91	00021000.	OFFICER SEPARATION RECORDS	Amended	PERM	PERM
92	00022000.	ENLISTED DISCHARGE RECORDS	Amended	PERM	PERM
93	00023000.	SPECIAL ORDERS	Amended	PERM	PERM
94	00038000.	CONGRESSIONAL INQUIRIES	Renewal	EVT+5	DEST
/900/	<i>EMERGENCY GOVERNMENT</i>				
95	00030000.	EMERGENCY POLICE SERVICES & TRIBAL TREATY RIGHTS	Renewal	EVT+5	SHSW
96	00058000.	WISCONSIN EMERGENCY MANAGEMENT CENTRAL	Renewal	EVT+5	SHSW
97	00065000.	HAZARDOUS MATERIALS REPORTING	Amended	EVT+5	DEST

505-ADMINISTRATION					
/216/	<i>ENVIRONMENTAL IMPROVEMENT FUND</i>				
98	00196000.	ENVIRONMENTAL IMPROVEMENT FUND INCOMPLETE, WITHDRAWN, OR DENIED APPLICATIONS	Amended	EVT+4	DEST
/335/	<i>WOMEN-OWNED BUSINESS ENTERPRISE PROGRAM</i>				
99	00931000.	WOMEN-OWNED BUSINESS ENTERPRISE DE-CERTIFICATION	Amended	EVT+5	DEST
100	00932000.	WOMEN-OWNED BUSINESS ENTERPRISE PROGRAM	Amended	EVT+5	SHSW
/337/	<i>DISABLED VETERAN-OWNED BUSINESS</i>				
101	00941000.	DISABLED VETERAN-OWNED BUSINESS DE-CERTIFICATION	Amended	EVT+5	DEST
102	00942000.	DISABLED VETERAN-OWNED BUSINESS PROGRAM	Amended	EVT+5	SHSW
/875/	<i>CAPITOL POLICE</i>				
103	00945000.	PARKING CITATIONS	New	EVT+3	DEST

566-REVENUE					
/2310/	<i>EQUALIZATION</i>				
104	00183000.	ASSESSOR'S FINAL REPORT	Amended	EVT+5	DEST
105	00188000.	SALES ANALYSIS SYSTEM MASTER FILE	Renewal	EVT+4	DEST
106	00251000.	REASSESSMENTS & SUPERVISED ASSESSMENTS	Renewal	EVT+8	DEST
107	00293000.	STATISTICAL REPORT OF PROPERTY VALUATIONS	Renewal	EVT+3	SHSW

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108	00295A00.	FIELDLED SALES ANALYSIS SYSTEMS REPORTS	Renewal	CR+3	DEST
109	00296B00.	EQUALIZED VALUES TRANSACTION RECORDS	Renewal	EVT+5	DEST
110	00401000.	EQUALIZED VALUE REAL ESTATE WORKSHEET	Renewal	EVT+3	DEST

GENERAL RECORDS SCHEDULE					
111	PAY00004.	PAYROLL ADJUSTMENTS	Renewal	EVT+5	DEST
112	PAY00005.	LEAVE ACCOUNTING RECORDS	Renewal	EVT+15	DEST
113	PAY00008.	PAYCHECK DETAIL RECORDS	Renewal	EVT+15	DEST
114	PAY00010.	MEDICARE REQUEST RESPONSE	Renewal	EVT+10	DEST
115	PAY00011.	PAYROLL REGISTERS	Renewal	EVT+4	DEST
116	PAY00012.	PAYROLL AND BENEFITS REPORTS	Renewal	EVT+5	DEST
117	PAY00015.	LEVY AND GARNISHMENT RECORDS	Renewal	EVT+3	DEST
118	PAY00016.	MASTER PAY PERIOD RECORD	Renewal	EVT+15	DEST
119	PAY00019.	PAYROLL ADMINSTRATIVE REPORTS	Renewal	EVT+2	DEST
120	PAY00020.	FINANCIAL INSTITUTION ACCOUNTING RECORDS	Renewal	FIS+4	DEST
121	PAY00021.	EMPLOYEE PAYROLL & BENEFIT RECORDS	Renewal	EVT+8	DEST
122	PAY00025.	UNEMPLOYMENT COMPENSATION RECORDS	Renewal	EVT+5	DEST
123	PAY00027.	EMPLOYEE LEAVE AND OVERTIME REQUESTS	New	EVT+5	DEST

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Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

COUNTIES					
DODGE COUNTY					
124	00001000	COUNTY BOARD MEETING AUDIO / VIDEO FILES	New	EVT+7	SHSW
125	00002000	ADULT PROTECTIVE SERVICES	New	EVT+7	SHSW
126	00003000	MOBILE / BODY CAM PORTABLE AUDIO / VIDEO FILES	New	CR+121 DAYS	SHSW

MUNICIPALITIES					
MADISON, CITY OF					
/22/	<i>PLANNING</i>				
127	PU000005.	ARTS GRANTS	Amended	FIS+7	SHSW
128	PU000009.	NEIGHBORHOOD GRANTS	New	FIS+20	SHSW
MILWAUKEE, CITY OF					
/161/	<i>EMPLOYEE RELATIONS - STAFFING</i>				
129	21-0018	ELIGIBLE LISTS (POST-2014)	New	EVT+5	DEST
130	21-0019	CERTIFICATION FILE	New	EVT+4	DEST
131	21-0020	NEW EMPLOYEE ORIENTATION MATERIALS	New	EVT+10	DEST
132	62-0042	EMPLOYMENT APPLICATION FILES	Amended	EVT+7	DEST
133	67-9038	ELIGIBLE LISTS PRE-2014	Amended	EVT+30	DEST
134	69-0039	MASTER EXAMINATION FILES	Amended	EVT+10	DEST
135	69-0040	EXAMINATION DEVELOPMENT DOCUMENTS	Amended	EVT+10	DEST
/162/	<i>EMPLOYEE RELATIONS - COMPENSATION</i>				
136	03-S029	JOB EVALUATION STUDIES	Amended	CR+15	TRANS OTHER
137	09-S026	EMPLOYEE HISTORY RECORDS - OFFICIAL	Amended	EVT+3 MOS	TRANS OTHER
138	21-0021	CERTIFICATION LOG	New	EVT+10	DEST
139	66-0027	JOB DESCRIPTION - OFFICIAL	Amended	EVT+10	DEST
/164/	<i>EMPLOYEE RELATIONS - ADMINISTRATION</i>				
140	03-0013	EEO (EQUAL EMPLOYMENT OPPORTUNITY) COMPLAINT FILES - BY CITY EMPLOYEES	Amended	EVT+45	DEST
141	03-0014	LIST OF ATTENDEES AT EEO (EQUAL EMPLOYMENT OPPORTUNITY) TRAINING PROGRAMS	Amended	CR+3	DEST

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142	03-0018	EEO (EQUAL EMPLOYMENT OPPORTUNITY) / DIVERSITY TRAINING EVALUATIONS	Amended	EVT+1	DEST
143	03-0021	EEO (EQUAL EMPLOYMENT OPPORTUNITY) 4 REPORTS	Amended	EVT+1	TRANS OTHER
<i>/382/</i>	<i>MILWAUKEE DEPARTMENT OF HEALTH</i>				
144	21-0013	RADIOACTIVE MATERIALS SUPPORTING DOCUMENTS	New	CR+7	DEST
145	21-0014	RADIOACTIVE MATERIALS LICENSE DOCUMENTS	New	CR+7	DEST
146	21-0015	RADIATION INDIVIDUAL MONITORING RECORDS	New	PERM	PERM
147	21-0016	RADIOACTIVE MATERIALS DECOMMISSION RECORDS	New	EVT+0	DEST
148	21-0017	RADIATION IDEVICE RECEIPT / DISPOSITION RECORDS	New	EVT+3	DEST

Request and Disposition Legend

New: Submission has not been reviewed before

Amendment: Submission has changes from previous version

Renewal: Submission has no changes from previous version

Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential

SHSW: Transfer to Wisconsin Historical Society

UW-TRANS: Transfer to UW Archives

TRANS OTHER: Transfer as noted on submission

PERM: Retain Permanently